Standards and Methods Control (SMC) Order Fulfillment Procedures Manual

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ABSTRACT: This document describes the procedures of the Standards and Methods Control Order Fulfillment staff including employee distribution, data base management and the History microfiche process.

APPLICABILITY: This document is recommended for Standards and Methods Control Order Fulfillment staff responsible for maintaining the SMC data base and processing documentation for distribution.

STATUS: APPROVED 27-May-1992; use VTX SMC for current status.

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Use VTX SMC to order copies of this document from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

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1 OVERVIEW

This document outlines the procedures of the SMC Order Fulfillment staff, including processing and maintaining data on the employee and distribution data base and the History Microfiche.

1.1 DEFINITIONS AND CONVENTIONS

Throughout these procedures, user responses are typed in capital letters.

2 LOGGING ON TO JOKUR

The following steps explain how the user may log onto the SMC cluster.

1. Turn on the terminal.
2. Press RETURN until the system responds:

```
DECserver 200 Terminal Server V3.0 (BL31) - LAT V5.1

Please type HELP if you need assistance

Enter Username>
```

3. Type SMC at Username>. The system responds:

```
Local>
```

4. Type C JOKUR. The system responds:

```
Local - 010 - Session 1 to JOKUR established
                    UNAUTHORIZED ACCESS IS PROHIBITED

Username: SMC
Password: (ask an administrator)
******************************************************************************
JOKUR::
APPLICATION  :===shows layered products installed
******************************************************************************

          Last interactive login on Friday 31-May-1989 07:00

$
```

You are now logged into the SMC administrative account. You will be able to run the various routines required for data base record maintenance and report generation from this directory. Note: Certain reports can only be generated when the SMC account is accessed directly from JOKUR. Accessing the SMC account from a workstation or other node on the cluster may prohibit the usage of all menu items.

3 SMC MENU

SMC MENU is the data base that contains most of the needed information on SMC documentation. This data base is menu-driven and is divided into several sections. SMC Order Fulfillment is responsible for, and has access to, two sections, Order Processing Menu and Distribution List Menu.

Log into the SMC cluster following the procedure outlined under head 2. To access the SMC data base, type:

```
$ SMC_MENU
```

The system responds with a menu outlining various sections of document record activity. For example:

```
SMC/02-MAY-1989/12:30     STANDARDS AND METHODS MENU

                      62 - Order Processing Menu

                      65 - Distribution List Menu

                      80 - Training Menu

                      91 - SMC VTX

                      92 - SMC CDROM

                      97 - VAX Mail

                      98 - Exit to Monitor Mode

                      99 - Sign Off From System


                      Enter Selection: ___
```

3.1 Order Processing Menu

Selecting 62 from the SMC_MENU prompts the following menu:

```
M/24-OCT-1991/10:02         ORDER PROCESSING MENU


 01 - Bill of Materials Maintenance        13 - Run Active
                                                Documents Report
 02 - Process SMC Mail Orders              14 - Run Docs In Process Report
 03 - Limited Doc. Masterfile Maint.       19 - Run Order Sheets
 04 - Employee Maintenance                 20 - Bulk Distribution Entry
 05 - List Maintenance                     90 - SMC Main Menu
 06 - Copy Employee Dist. List             91 - SMC VTX
 07 - Transfer Employee Dist. List         92 - SMC CDROM
 08 - Sort SMEMAIL.RPT By Name             97 - VAX Mail
 09 - DEC STD List Add/Delete              98 - Exit to Monitor Mode
 12 - Run Order Statistics                 99 - Sign Off From System


                        Enter Selection: __
```

3.1.1 Bill of Materials Maintenance

The Bill of Materials (BOM) data base reflects those SMC documents comprised of more than one element. The BOM specifies individual documents, tabs, covers, spines, and binders contained in manuals so VTX users can view exactly what the manual contains prior to ordering. The BOM is also used to calculate the cost of manuals.

After selecting 01, type the document number of the SMC document that has a BOM you wish to view.

```
SMC/18-FEB-92/11:38:57     BILL OF MATERIALS MAINTENANCE
Screen 1 of 2

                              PF2 - Help   PF4 - Exit

                  Document Number     : AMNELSM100000000H

                  For Example         : ADGEL00062020000AX00

                                      : ADGEL00062020000
```

The following example illustrates Screen 2 of the BOM.

```
SMC/18-FEB-92/11:38:55     BILL OF MATERIALS MAINTENANCE
Screen 2 of 2
                              PF2 - Help
Document Number: AMNELSM100000000H      Title: DEC STD 100 ECO Process and Procedures
-------------------------------------------------------------------------------
BOM Item Document Number                Title BOM Item of Document
-------------------------------------------------------------------------------
ADSEL00100000000      DEC STD 100-0 Policy and Requirements for the Product C
ADSEL00100010000      DEC STD 100-1 Engineering Change Orders - Hardware
ADSEL00100020000      DEC STD 100-2 Purchase Specification ECOs
ADSEL00100030000      DEC STD 100-3 Diagnostic Engineering Change
ADSEL00100040000      DEC STD 100-4 Product Change and the NCMR/Waiver Proces
ADSEL001001C0000      DEC STD 100-1C Engineering Change Orders -Financing EC
ADSELEN1001A0000      Engineering ECO Coordination Procedure
ADSELEN1001B0000      Hardware ECO Form Procedure
ADSELEN1001D0000      Preliminary Change Authorization (PCA) Process
ASPELBINDR100000      Ring Binder, 1.00 Inch
ASPELCOVER000000      Cover and Spine Insert for Ring Binder
ASPELTABSX090000      Tab Set, Nine Tabs

Command:
```

By typing Add or Delete at the Command: prompt, items may be added to or deleted from the BOM. You must identify the Document Number of the of the item you wish to add or delete. Only SMC documents with EL-classs or 76-65 classs numbers can be listed on a BOM.

3.1.2 Process SMC Mail Orders

Electronic mail is a source of orders for the Order Fulfillment group. The VAX account JOKUR::SMC is maintained as an alternative to VTX for customer orders. SMC mail can be processed directly from SMC_Menu by selecting 02, which prompts the following message:

```
You Are About To Process SMC Mail Orders. The following
functions will be performed:

   1. All new mail messages will be read by the system,
      output to your default login area, and then stored
      in the PROCESSED folder.

   2. Mail messages older than one month will be deleted
      from the PROCESSED folder.

   Are You Sure?  (Y/N)  :
```

Type Y. Mail messages are automatically printed on the LN03 printer in the SMC reproduction area.

Electronic mail is stored in a file in the VMS directory each time mail is processed. This file SMRMAIL.RPT, may be printed directly from the VMS level if the automatic print queue is disabled. SMRMAIL.RPT files are purged automatically. Only the last three files are available at any given time.

3.1.3 Limited Document Masterfile Maintenence

Limited Document Masterfile Maintenence allows the user to update the administrative information pertaining to a document.

```
MC/10-FEB-92/09:57:04       DOCUMENT MASTERFILE MAINTENANCE
Screen 1 of 2

                              PF2 - Help   PF4 - Exit


                   Document Number     : ADSEL00062000000HX00


MC/10-FEB-92/09:11:21     DOCUMENT MASTERFILE MAINTENANCE
Screen 2 Of 2
                                PF2 - Help
Document Number    : ADSEL00062000000HX00     Previous Revision  F
Title              :DEC STD 062-0 Product Submittal to Regulatory Agencies
Owner Department   :Corporate Product Safety and Regulations
Owner Name         : Michael Neuffer
Owner Badge        : 007614
Writer Code        : FOUGERE
                                              (MM/DD/YYYY)
Restriction Code   : INTERNAL USE             Phase Date: 09/01/1989
SMC Order Number   : EL-00062-00-0000         Revision Date: 01/09/1992
Work Order Number  : 193368                   Expiration Date: 08/28/1992
Management Category: HRI                      Comment Cutoff Date: 00/00/0000
Process Code       : DRF                      Notification Date: 00/00/0000
Total Number Pages : 0027                     Commitment Date  : 01/20/1992
Hardcopy Cost      : 000.00                   Electronic Cost  : 000.00
Cost Override      : N                        Digital Standard : Y

Command: This is a view only screen. You must request changes from
a order fulfillment person.
```

3.1.4 Employee Maintenance

Employee maintenance allows users to add or delete an employee to or from the SMC data base. To add a U.S. employee, the information is retrieved from the Corporate Employee Masterfile. An international employee must supply the required information to be added to the data base.

The Employee Masterfile Maintenance screen follows.

```
MC/29-OCT-91/10:04:07        EMPLOYEE MASTERFILE MAINTENANCE

                              PF2 - Help   KEYPAD (.) - Search PF4 - Exit

    Badge Number    : 000000                Hire Date (YYYY/MM):0000/00
    First Name      :               MI:     Last Name:

    Bill To Mailstop:      -  /             (CTS01-02/C5)

    Ship To Mailstop:      -  /             (CTS01-02/C5)

    Cost Center     :

    E-Mail Address  : VAX1::DOE or John Doe @CTS or MTS$::"CTS::John Doe"
```

To add an employee:

1. Enter badge number where indicated.
2. Press 2 Returns and the remainder of the U.S. employee information will appear on the screen. For employees not in the U.S., tab through the screen adding information as prompted.

If you need to access the employee information by badge number, type Select at the badge number prompt. The following screen will appear:

```
SMC/22-MAY-92/13:14:53        EMPLOYEE MASTERFILE MAINTENANCE

Enter Full or                 X - Select   F - Search Forward E- Exit
Partial Last Name: IRE
-------------------------------------------------------------------------------
Select  Employee Name                   Badge   Mailstop USA?   Source
        IREDALE,GEORGIA                 001023  ZBY  -  /     Y   PERSONNEL
        IRELAND,SAM                     200698  HZO04-06/     Y   SMC
```

Type in the last name of the employee you are trying to locate. The system will respond with a list of all U.S. employees within Digital with that last name. Search through the screens using the FORWARD command until you locate the correct employee. Type X to select employee and the system will respond with complete information for that employee

If you want to create a list of all documents that a specific employee is registered to receive, type PRINT at the command prompt. This will generate a complete list of SMC documentation that the employee is scheduled to receive. Other information will include the type of list, type of distribution (EMail or hard copy) and the quantity. The output file for this list,SMELIST.RPT, can be found in the VMS directory and can be printed or mailed as required.

The following functions are also available in this menu by entering one of the commands below:

```
SMC/29-OCT-91/12:28:26             HELP COMMANDS

      Standard Commands:
            ADD - This command cannot be executed from this screen.
            CHANGE - Change the record information displayed on the screen.
            DELETE - Delete the current record shown on the screen.
            BACK - This command cannot be executed from this screen.
            FORWARD - This command cannot be executed from this screen.
            MENU - Return to the Main Menu.
            SAVE - Save current screen information and start the program
                   over.
            START - Start the program over.
            PRINT - Creates a report of all distribution lists
                    the employee is on.
```

3.1.5 List Maintenance

List Maintenance allows users to add or delete an employee to or from specific distribution lists.

Screen 1 of the List Maintenance is as follows.

```
MC/29-OCT-91/12:05:02      DISTRIBUTION LIST MAINTENANCE

                              PF2 - Help   PF4 - Exit/Restart

               Doc Number or List Name: ADSEL00062000000
                                        (ADGEL00062020000)

               Type Of List           :    A = Advisory
                                           T = Technical Review
                                           G = General Review
                                           F = Final Distribution
                                           W = Waivers Notification
                                           M = Miscellaneous
```

Screen 2 of List Maintenance is as follows.

```
              MC/29-OCT-91/12:05:00   DISTRIBUTION LIST MAINTENANCE FINAL DISTRIBUTION
 Screen  :   1 of  13          PF2 - Help
Doc/Name: ADSEL00062020000     Title: Final List For ADSEL00062020000
-------------------------------------------------------------------------------
Badge  Hire-Dt EM HC  #  Employee Name    Mailstop     E-Mail Address
-------------------------------------------------------------------------------
021345 1960/04  N  Y 001 SMITH,JON    MLO05-02/B6 RENOIR::SMITH
002670 1962/03  N  Y 001 KENT,CLARK   MLO05-02/U45 RONALD::CLARK
040987 1972/05  N  Y 001 MARY,HARRY     GAE  -  /CLADA::HARRY

Command:
```

The following functions are also available in this menu by typing one of the listed commands:

```
SMC/29-OCT-91/12:28:26              HELP COMMANDS

      Standard Commands:
            ADD - Add a new record to the data base.
            CHANGE - Change the record information displayed on the screen.
            DELETE - Delete the current record shown on the screen.
            BACK - Move to the previous screen from the current screen.
            FORWARD - Move to the next screen from the current screen.
            MENU - Return to the Main Menu.
            SAVE - Save current screen information and start the program
                   over.
            START - Start the program over.

      Optional Commands:
             EMAIL - Create list of E-Mail address (Dist. Maint.only)
             FIND - Find specific employee using badge (Dist. Maint. only)
             PRINT - Create hard copy output report (Dist. Maint. Only)
             TITLE - Change to Title Maintenance Screen (Dist. Maint. Only)
             SCREEN - Change to a specific screen (Dist. Maint. Only)
```

The EMAIL command will create a list of employees on the selected distribution list that contains E-Mail address, name and mailstop information. The output file for this list, SMEMAIL.RPT, is available in the VMS directory and can be printed or mailed as required. To sort this list alphabetically, select option 8 from the Distribution Maintenence Menu.

The PRINT command will create a list of employees on the selected distribution list that contains badge number, hire date, type of distribution option, name mailstop and EMAIL address. The ouput file for this list, SMDLIST.RPT, is available in the VMS directory and can be printed or mailed as required.

When supplying a distribution list to an owner or other Digital employee, use the EMAIL command. It is not appropriate to send lists with badge number and hire date information to personnel ouside of SMC.

3.1.6 Copy Employee Distribution List

The Copy Employee Distribution List allows users to copy the distribution list records from one employee to another while keeping the original list intact.

```
(SMC/29-OCT-91/14:45:19       COPY EMPLOYEE DISTRIBUTION LIST
                              PF2 - Help   PF4 - Exit

       Copy From...                        Copy To...

       Badge Number       : 000000         Badge Number  :000000
       Hire Date (YYYY/MM): 0000/00        Hire Date (YYYY/MM):0000/00
```

3.1.7 Transfer Employee Distribution List

The Transfer Employee Distribution List allows users to transfer all distribution list records from one employee to another. This menu item will delete all distribution list records for the original employee.

```
MC/29-OCT-91/15:11:46     TRANSFER EMPLOYEE DISTRIBUTION LIST

                              PF2 - Help   PF4 - Exit

       Transfer From...                   Transfer To...

       Badge Number       : 000000        Badge Number  :000000
       Hire Date (YYYY/MM): 0000/00       Hire Date (YYYY/MM):0000/00


       Warning!  All records will be
       deleted from the above employee
       when transfer has been completed.
```

3.1.8 Sort SMEMAIL.RPT By Name

This menu item sorts a distribution list alphabetically once you have created SMC.RPT. Typically it is used when a document owner wants to know who is on a specific distribution list or when a list is attached to areview notice. This option may be used to alpabetize a list by last name

```
You Are About To Sort The SMEMAIL.RPT Alphabetically

Are You Sure? (Y/N) :
```

3.1.9 DEC STD List Add/Delete

This menu item allows you to add or delete an employee to or from all Digital standards distribution lists when you fill in the requested information.

```
SMC/20-MAY-92/14:22:45       DEC STD LIST ADD/DELETE

                              PF2 - Help   PF4 - Exit

       This program will Add or Delete employees from ALL DEC
Standard
       Distribution Lists.

                           Badge Number       : 000000
                           Hire Date (YYYY/MM): 0000/00

                                              CC:

                           Type of List       :    G = General
Review
                                                   F = Final
Distribution
                                                   W = Waivers
                                                   X = All of the
above
                           (A)dd or (D)elete  :
                           --------For Adds Only--------
                           EMail Notification?:    (Y/N)
                           Hard Copy Updates? :    (Y/N)
                           # of Hard Copies   : 000
```

3.1.10 Run Order Statistics

This menu item allows the user to track bulk and individual orders for a specific period of time. It creates a file called SMORDSTAT.RPT in the main directory.

```
MC/30-OCT-91/11:31:29        ORDER SHEET STATISTICS

                              PF2 - Help   PF4 - Exit

                                   This Run              Last Run
                                   ----------            ----------
              Report Start Date   : 10/22/1991           10/01/1991
                                    (MM/DD/YYYY)         (MM/DD/YYYY)

              Report Start Time   : 10:47:12.01          12:00:00.01
                                    (HH:MN:SS.HS)        (HH:MN:SS.HS)

              Report End Date     : 10/30/1991           10/22/1991
                                    (MM/DD/YYYY)         (MM/DD/YYYY)

              Report End Time     : 11:31:28.00          10:47:12.00
                                    (HH:MN:SS.HS)        (HH:MN:SS.HS)
```

3.1.11 Run Active Documents Report

This menu item creates a report of all available documents in the data base. The report is called SMDOCACT.RPT and is located in the main directory.

3.1.12 Run Documents in Process Report

This menu item creates a report of all documents that are currently in the process of being written or reviewed at Standards and Methods Control. The report is called SMCDOCWIP.RPT.

3.1.13 Run Order Sheets

Selecting menu item 19 allows users to print hard copies of individual orders.

```
MC/22-OCT-91/10:55:32        ORDER SHEET PROCESSING

                              PF2 - Help   PF4 - Exit

                                   This Run              Last Run
                                   ----------            ----------
            Report Start Date    : 10/22/1991           10/21/1991
                                   (MM/DD/YYYY)          (MM/DD/YYYY)

            Report Start Time    : 08:07:49.01          08:08:32.01
                                   (HH:MN:SS.HS)         (HH:MN:SS.HS)

            Report End Date      : 10/22/1991           10/22/1991
                                   (MM/DD/YYYY)          (MM/DD/YYYY)

            Report End Time      : 10:55:31.00          08:07:49.00
                                   (HH:MN:SS.HS)         (HH:MN:SS.HS)

            Send E_Mail Confirms?:                        Y

   Note: This program prints order sheets and sends E_Mail order confirmations.
         Press RETURN to use the current date and time for this run.
```

Press RETURN and the order sheets are automatically printed on the LN03 in the SMC reproduction area. Confirmation notices are automatically sent to users.

3.1.14 Bulk Distribution

Selecting menu item 20 allows the user to generate labels when new documents are released. This also includes E_Mail notification and printing labels.

```
SMC/22-OCT-91/11:05:33      BULK DISTRIBUTION ORDER ENTRY
Screen 1 of 2
                              PF2 - Help   PF4 - Exit
Doc or List Name/Typ  Description
 AMNELSM001020000/F

    ORDER ENTRY                     BULK DISTRIBUTION

Screen 2 of 2
                              PF2 - Help   PF4 - Exit To Screen 1

   This program will generate orders for Bulk Distributions of Documents.
   The program can optionally produce labels for each person or overide document cost.

   Label Output will be sent to: SMLABELS.RPT in your home directory.
   Please answer the following questions...

     Document Number and Revision: AMNELSM001020000-

     Do you want label output?                (Y/N):

     Allow E-Mail notification for this run?(Y/N/E):(E =E-Mail Only)
     If E-Mail = YES, send hard copy only msg? (Y/N):(N =Normal ECO msg)
     When should the E-Mail be sent from now? (NNN): 048
     Do you want to override Document Cost?    (Y/N): N
     If Cost override = YES, then enter new Cost    : 000.00
```

To print labels, go to an LA120 line printer and put the labels in place. The paper must be placed correctly for proper paging.

On the LA120, log in to the SMC account following the procedure listed under heading 2. End each line with a RETURN.

```
username: (SMC)
password: (ask an administrator)

$ SET TERM/WIDTH=132
$ SET TERM/NOBROADCAST
$ TY SMLABELS.RPT (do not press RETURN until labels are aligned)
```

Information pertaining to Bulk Distribution is stored in a datatrieve data base called ORD.

3.1.15 SMC Main Menu

This option returns you to the SMC_MENU (see head 3.0)

3.1.16 SMC VTX

This option accesses the VTX SMC application.

3.1.17 SMC CDROM

This option accesses the SMC CDROM data base but is not accessible from the SMC administrative account.

3.1.18 VAX MAIL

This option accesses the SMC mail account JOKUR::SMC.

3.1.19 Exit to Monitor Mode

This option returns the user to the VMS level.

3.1.20 Sign Off From System

This option logs the user off the JOKUR cluster.

3.2 Distribution List Menu

Menu item 65 is used to maintain the employee and distribution list data base within Standards and Methods Control. Many of the options listed here are identical with those under the Order Processing Menu.

```
M/15-JAN-1992/15:39         DISTRIBUTION LIST MENU


 01 - Employee Maintenance                12 - Report of Distribution Lists
 02 - List Maintenance                    13 - Site Code Report
 03 - Site Code Maintenance               90 - SMC Main Menu
 04 - Copy Employee Dist. List            91 - SMC VTX
 05 - Transfer Employee Dist. List        92 - SMC CDROM
 06 - Sort SMEMAIL.RPT By Name            97 - VAX Mail
 09 - DEC STD List Add/Delete             98 - Exit to Monitor Mode
 10 - Copy Distribution List              99 - Sign Off From System
 11 - Merge Distribution Lists

                        Enter Selection: __
```

3.2.1 Employee Maintenance

See subhead 3.1.4

3.2.2 List Maintenance

See subhead 3.1.5

3.2.3 Site Code Maintenance

This option adds or deletes site codes from the SMC data base. It was created and used as part of the SMC charging process and is no longer applicable.

3.2.4 Copy Employee Distribution List

See subhead 3.1.6

3.2.5 Transfer Employee Distribution List

See subhead 3.1.7

3.2.6 Sort SMEMAIL.RPT by name

See subhead 3.1.8

3.2.7 DEC STD List Add/Delete

See subhead 3.1.9

3.2.8 Copy Distribution List

This option allows users to create a new distribution from an existing distribution list.

```
MC/19-DEC-91/15:47:07          DISTRIBUTION LIST COPY

                               PF2 - Help   PF4 - Exit

  Copy From...                                 Copy To...

  Doc Nbr/List Name:                           Doc Nbr/List Name:
   (ADGEL00062020000)                          (ADGEL00062020000)
    (ALL DEC STDS    )                           (ALL DEC STDS    )

  Type Of List     :                           Type Of List     :

                               A = Advisory
                               T = Technical Review
                               G = General Review
                               F = Final Distribution
                               W = Waivers Notification
                               M = Miscellaneous
```

3.2.9 Merge Distribution Lists

This option allows users to merge existing distribution lists.

```
C/19-DEC-91/15:51:59          DISTRIBUTION LIST MERGE

                               PF2 - Help   PF4 - Exit

  Copy From...                                 Copy To...

  Doc Nbr/List Name:                           Doc Nbr/List Name:
  (ADGEL00062020000)                     (ADGEL00062020000)

  Type Of List     :                           Type Of List     :

                               A = Advisory
                               T = Technical Review
                               G = General Review
                               F = Final Distribution
                               W = Waivers Notification
                               M = Miscellaneous
```

3.2.10 Report of Distribution Lists

This creates a report of all SMC distribution lists.

```
SMC/20-MAY-92/13:44:20       GENERATE LIST HEADER REPORT

                               PF2 - Help   PF4 - Exit

   This program will create a report containing List Names and
Titles.

   Output Will Be Sent To : SMHLIST.RPT

             Enter the type of lists to be included...

             Type of List :    A = Advisory
                               T = Technical Review
                               G = General Review
                               F = Final Distribution
                               W = Waivers Notification
                               M = Miscellaneous
                               X = All Of The Above
```

3.2.11 Site Code Report

This option is no longer applicable.

3.2.12 SMC Main Menu

This option returns you to the SMC Main Menu (see head 3)

3.2.13 VTX SMC

This option accesses the VTX SMC application data base.

3.2.14 SMC CDROM

This option accesses the SMC CDROM data base. It is not applicable at this time.

3.2.15 VAX Mail

This option accesses the SMC mail account JOKUR::SMC.

3.2.16 Exit to Monitor Mode

This option returns the user to the VMS level.

3.2.17 Sign Off From System

This option logs the user off the JOKUR cluster.

4 HISTORY MICROFICHE

Records of documentation produced by SMC are microfiched and stored as a source of document history in the event of an audit or other needed research. The microfiche is located in the Order Fulfillment area and is available for SMC staff review. The silver negatives are filed with Digital Record Management (DRIM). A SMC writer working on a EL-class document should give the following hard copy records to SMC Order Fulfillment after a document is released.

- Master copy of the previous revision, when applicable
- Master copy of each X revision, including the transmittal memo
- A copy of the review summary for each review
- Any significant formal correspondence not captured in the review summary (for example policy statements that may have caused changes, conflict, resolutions)
- Any significant correspondence to review committee members

All material submitted for history files should be one-sided printing, legible, and free of all staples and clips.

4.1 Indexing System

History microfiche is indexed by document. The header includes the document identifier (DOC-ID), title, revision (REV), and fiche number. As history is not filmed on individual microfiche, the vendor who processes the filming completes the index by logging the appropriate fiche number for each document prior to filming the index.

4.2 Header

History headers are colored green. An example of a history header follows.

```
History      Revision "B"    Fiche Number #012
```

4.3 Preparation and Filming

Material of the history microfilm process must be one-sided, free of all staples and paper clips, with information for each document in a separate file.

SMC works with Digital's Corporate Micrographics Group on its microfiching projects. The Micrographics representative arranges pickup, filming, and delivery of the finished project. All original material shall be returned to SMC for proper disposal.

4.4 Storage

The original silver negatives are filed with Digital Record Information Management (DRIM) and a microfiche duplicate is retained with Standards and Methods Control.

5 MANAGING RESOURCES

To conserve disk space and ensure there will be a minimum of data and work loss if there is a system crash or similar problem, Order Fulfillment purges and deletes unnecessary files and saves file transactions at the end of each day. This purge is performed by using the following commands.

Log onto the SMC cluster following the procedure outlined under head 2, then issue the following commands.

```
$  purge/keep=2  (purges all files except last 2 versions)
$  delete *.jou;*  (deletes all .jou files)
$  delete/confirm *.rpt;*  (deletes all files ending with .rpt)
$  delete/confirm *.log;*  (deletes all files ending with .log)
```

The /confirm qualifier causes the system to ask if the file is to be deleted with a prompt for a yes (Y) or no (N) response. This additional question prevents a file from being eradicated accidentally.

The purge command saves only the most recent versions of all files. All others are deleted from the system.

```
+---------------------------------------------------------------------+
|                        READER COMMENTS                              |
|                                                                     |
| Your  comments  and suggestions  will help  Standards and Methods   |
| Control improve their services and documents.                       |
+---------------------------------------------------------------------+
```

Did you request this document? _____ If so, did it arrive within a satisfactory period of time? _____ Please comment.

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————————**FOLD ON THIS LINE**———————————————————— -

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|           NRO4/D4            |
+------------------------------+
```